Checklist for Posting to Transcripts

Before posting grades to the student's transcripts,

1. Verify the grades the students received are correct (Teacher verified)

    Grading and Standards > Reports > Grades Report

2. Verify that the grades are present on students' report cards – No Missing Grades

    Grading and Standards > Reports > Grades Report – Missing Grades/Scores

If an incorrect grade is posted to a student's transcript, only manual changes can be made to this grade

How to Post to Transcript

The **Transcript Post** will take a snapshot of the students' grades and post them to the students' permanent record. This tool will only allow users to select calendars to which they have rights.

To post grades to the students' transcript file:

System Administration > Student Portfolio > Transcript Post

1. Select the **Calendars** for which to post transcripts
2. Select the **Credit Groups** for which to post transcripts
3. Select the **Terms** for which to post the transcripts
4. Select the **Grade Levels** of the students where the transcript grades will be posted
5. Mark the **Post Score Comments** to Transcript, if appropriate
6. Click the **Run** icon. The process may take a little time to run. When finished, a confirmation message will display indicating how many grades were posted
7. Click the **OK** button when finished
8. Verify the posted grades on the student's Transcript tab

   Student Information > General > Transcript